



Special Education Clerks

To: Superintendent
From: Chief Operating Officer
Date: November 14, 2022
Re: Motion Response

[by Eileen DelRossi]: Request Superintendent provide a report on the differentiation of grade levels of special education clerks throughout the district.

Administrative Assistants for Special Education are primarily Grade 5 Administrative Assistants. One Administrative Assistant primarily works with the Business Office and is Grade 6A. There is one Grade 7 Executive Assistant and a Grade 5 Administrative Assistant at LHS.

I have enclosed the relevant job descriptions and the MOA which moved the position aligned with the Business Office to Grade 6A in 2021.

[illegible]

One (1) Administrative Assistant, Grade 5, Special Education Department

This job posting is inactive.

Job Posting Information

Posting ID: POS20200911000017

Posting Start Date:

Name: One (1) Administrative Assistant, Grade 5, Special Education Department

Posting End Date:

Location: Central Office, Lowell Public Schools

Overview:

Current Bargaining Unit Applicants Deadline to Respond:	September 21, 2020 4 pm
External Applicants:	September 25, 2020
Work Year	12 month position
Working Hours:	8:00 am – 4:00 pm

Job Responsibilities:

This job function will encompass out of district and state recording.

Perform clerical duties under the supervision of the Director of Special Education and Assistant Special Education Administrators. Duties and responsibilities include answering telephone, filing, copying, greeting parents and visitors, maintaining databases, word processing reports and correspondence with a high level of accuracy, and performing a variety of clerical functions requiring a degree of knowledge of the function of the department. Individual should have good interpersonal skills and demonstrated word processing and database capabilities.

Qualification: Qualifications:

Excellent oral and written communication skills required. Secretarial, record keeping and computer skills required. Strong interpersonal skills required. Computer skills required, experience with File Maker Pro, Aspen (X2), MS Excel, MS Word, MS Access and Munis preferred.

Required Education Level:

Required Skill Sets:

(All listed items are required to qualify for this position.)

Additional/Optional Skill Sets:

(All listed items are optional and not required to qualify for this position.)

Assignments

Hiring Manager:

Hiring Manager View:

View Applicants
View Transfer Applicants
View Qualified Candidates
View Forwarded Candidates

HR Staff: Debbie Jarvis
James hall
Daroth Yann

Email Group:

Salary and Benefit

Salary: Salary

Benefit: Standard Employee Benefit

Salary Range: per Collective Bargaining Agreement

Additional Questions

There are currently no additional questions.

Executive Secretary to Special Education Director

This job posting is inactive.

Job Posting Information

Posting ID: POS20201110000002

Posting Start Date:

Name: Executive Secretary to Special Education Director

Posting End Date:

Location: Central Office, Lowell Public Schools

Overview:

This position is to be filled by the transfer of current bargaining unit employees or through the application and hiring of external applicants. Please note the closing dates for the posted position, ten calendar days from posting for transfers. All salaries will be paid in accordance with the current collective bargaining agreement with Local, 888, S.E.I.U., Clerks. Resume or application will be received through the Lowell Public Schools Personnel Office website. Permanent Civil Service Staff are encouraged to apply.

School/Location	Central Office – Special Education Department
Number of Positions:	One (1) Executive Secretary, Grade 7
Work Year	12 month position
Working Hours:	8:00 am – 4:00 pm
Notice of Bid Date	November 12, 2020
Current Bargaining Unit Applicants Deadline to Respond:	November 21, 2020, 4 p.m.
Open to External Applicants:	November 25, 2020 4 p.m.

Job Responsibilities:

Perform clerical duties under the supervision of the Special Education Director. Coordinates work activities for the Special Education office and supervise all clerical personnel who may be assigned to the office. Responsibilities include, but are not limited to, maintaining files, research and preparation of reports, and communicate at all levels of the organization. Processes and screens appropriately incoming correspondence and calls as instructed. Maintains a schedule of appointments and makes arrangements for conferences, interviews and meetings.

Qualification:

Qualifications:

Demonstrated interpersonal skills, five years of full-time experience in an office environment, knowledge of word processing, spreadsheet and database applications, ability to write routine reports and correspondence, and sound problem solving skills. Secretarial, record keeping and computer skills required. Experience with Microsoft Excel, Word, Access and Filemaker Pro preferred. This individual must be able to handle multiple tasks with an attention to detail and accuracy.

Required Education Level:

Required Skill Sets:

(All listed items are required to qualify for this position.)

Additional/Optional Skill Sets:

(All listed items are optional and not required to qualify for this position.)

Assignments

Hiring Manager:

Hiring Manager View:

View Applicants
View Transfer

Applicants
View Qualified
Candidates
View Forwarded
Candidates

HR Staff: Debbie Jarvis
James hall

Email Group:

Additional Questions

There are currently no additional questions.

MEMORANDUM OF AGREEMENT
BETWEEN THE
LOWELL SCHOOL COMMITTEE
AND THE
SEIU LOCAL 888
JULY 1, 2020-JUNE 30, 2023
FOR ALL ADMINISTRATIVE ASSISTANTS

Length of Contract: 3 years

Salary Increases (with retroactive payments from July 1, 2020)

First Day	July 1, 2020- June 30, 2021	1%
Midpoint	July 1, 2020- June 30, 2021	1%
Last day	July 1, 2020- June 30, 2021	0% +\$500 to base for all administrative assistants

First Day	July 1, 2021- June 30, 2022	2%
Midpoint	July 1, 2021- June 30, 2022	0%
Last day	July 1, 2021- June 30, 2022	0%

First Day	July 1, 2022- June 30, 2023	2%
Midpoint	July 1, 2022- June 30, 2023	0%
Last day	July 1, 2022- June 30, 2023	0%

Starting July 1, 2021, upgrade the following positions from Grade 5 to Grade 6A:
4 positions in Business office, 1 position in Human Resources and the position of Data
Processing at Lowell High School.

In witness thereof, the parties to this agreement have caused these present to be executed by
themselves or their agents duly authorized this ____ day of June 2021.

LOWELL SCHOOL COMMITTEE

SEIU LOCAL 888
